

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Checklist E – Required Classrooms Age 2 and Older

Center Name: _____ Licensing Specialist: _____ Date: ____/____/____

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER	✓ = Compliance O = Noncompliance N/A = Not Applicable																							
Ratios & Supervision	2's	Pre-K	SA	Level																				
E1. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) and 100-11(2)				1																				
E2. Are there enough caregivers to meet required caregivers to child ratios? If it is a mixed age group, what age are the majority of the children? (Ask and observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups.				1, 2, 3																				
Minimum Caregiver to Child Ratios and Group Sizes for Single Age Groups <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Ages of Children</th> <th style="text-align: center; border-bottom: 1px solid black;"># of Caregivers</th> <th style="text-align: center; border-bottom: 1px solid black;"># of Children</th> <th style="text-align: center; border-bottom: 1px solid black;">Max. Group Size</th> </tr> </thead> <tbody> <tr> <td>2 years old</td> <td style="text-align: center;">1</td> <td style="text-align: center;">7</td> <td style="text-align: center;">14</td> </tr> <tr> <td>3 years old</td> <td style="text-align: center;">1</td> <td style="text-align: center;">12</td> <td style="text-align: center;">24</td> </tr> <tr> <td>4 years old</td> <td style="text-align: center;">1</td> <td style="text-align: center;">15</td> <td style="text-align: center;">30</td> </tr> <tr> <td>5 years old & school age</td> <td style="text-align: center;">1</td> <td style="text-align: center;">20</td> <td style="text-align: center;">40</td> </tr> </tbody> </table>	Ages of Children	# of Caregivers	# of Children	Max. Group Size	2 years old	1	7	14	3 years old	1	12	24	4 years old	1	15	30	5 years old & school age	1	20	40	Class Name:	Class Name:	Class Name:	
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E3. For centers not built prior to 1/1/04 and licensed as a child care center continuously then, are group size requirements met? (Observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups.				1, 2, 3																				
E4. Are infants or toddlers mixed with older children when there are more than 8 children present in the center? (Observe.) 100-24(1)				1																				
Physical Environment	2's	Pre-K	SA	Level																				
E5. Peeling, flaking, chalking, or failing paint? If yes, built before 1978? If yes, documentation of testing and correction? (Observe, ask if failing paint is observed.) 100-4(1)				1, 2																				
E6. Working hand washing sink in the classroom? (For buildings built after 1 July 1997.) (Observe.) 100-4(4)				2																				
E7. Room ventilated by windows that open and have screens, or by mechanical ventilation? (Observe.) 100-4(7)				2																				

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER		✓ = Compliance O = Noncompliance N/A = Not Applicable			
E8. Indoor temperature between 65 and 82 degrees Fahrenheit? (Observe.) 100-4(8)					2, 3
E9. Adequate light intensity for the safety of children and the type of activity? (Observe.) 100-4(9)					2, 3
E10. Glass surfaces within 36" from the floor safety glass, or have a protective guard? (Observe.) 100-4(10)					2
E11. Room appears clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)					2, 3
E12. Evidence of insects, rodents, or other vermin in the classroom? (Observe.) 100-5(3)					1, 2, 3
E13. Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? (Observe.) 100-5(4)					1, 2, 3
Indoor Gross Motor Play Equipment	2's	Pre-K	SA	Level	
E14. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger 3' in height or less? (Observe.) 100-12(9)					1, 2
E15. Elevated designated play surface less than 18" in height surrounded by cushioning material, such as mats at least 1" thick, in a 3' use zone? (Observe.) 100-12(9)(a)					1
E16. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (Observe.) 100-12(9)(b)					1
E17. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older 5½' in height or less? (Observe.) 100-12(10)					1, 2
E18. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone? (Observe.) 100-12(10)(a)					1
E19. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? (Observe.) 100-12(10)(b)					1
Safety Hazards	2's	Pre-K	SA	Level	
E20. Is the room free of tripping hazards such as unsecured flooring or cords? (Observe.) 100-12(2)					2, 3
E21. Is the room free of unstable heavy equipment a child could pull down on himself or herself? (Observe.) 100-12(3)					1
Are the following items inaccessible to children? (Observe all.)					1
E22. Firearms, ammunition, weapons? 100-12(4)(a)					
E23. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)					1, 2
E24. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)					1
E25. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) 100-12(4)(d)					1, 2
E26. Poisonous plants? 100-12(4)(e)					2, 3
E27. Matches or cigarette lighters? 100-12(4)(f)					1
E28. Open flames? 100-12(4)(g)					1
E29. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)					1, 3
E30. For age 4 and under, strings/cords long enough to encircle a child's neck? 100-12(4)(i)					1, 3
E31. For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? 100-12(4)(j)					1, 3
E32. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? 100-12(4)(k)					1

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E33. Are any toxic or hazardous chemicals stored in a container labeled with its contents? (Ask and observe.) 100-12(5)				1, 2
E34. For age 4 and under, accessible outlets and surge protectors covered? (Observe.) 100-12(6)				2
Feeding Children	2's	Pre-K	SA	Level
E35. Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (Observe.) 100-15(3)				3
E36. Do you have any children in your group who have food allergies? (Ask and observe.) 100-15(4)				1, 2
Preventing the Spread of Disease	2's	Pre-K	SA	Level
E37. Children and caregivers wash hands thoroughly w/soap and running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.) (Observe.) 100-16(1)(a)-(i) for caregivers. 100-16(2)(a)-(e) for children.				1, 2
E38. Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. (Observe.) 100-16(1)(a)-(i)				1, 2
E39. If the classroom has a handwashing sink: Is hot water accessible to children at or below 120 degrees? (Observe.) 100-12(7)				1, 2
E40. Is soap (cannot be bar soap) available for children to wash their hands? (Observe.) 100-16(2)(a)-(e)				2
E41. Are only single use towels from covered dispenser or electric hand-drying device used by children? (Observe.) 100-16(3)				3
E42. Are handwashing procedures posted at each sink, and followed? (Observe.) 100-16(5)				3
E43. Caregivers oversee hand washing whenever possible? (Observe.) 100-16(6)				3
E44. Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? (Observe.) 100-16(7)				3
E45. Are washable toys visibly dirty? (Observe.) 100-16(8)				3
E46. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? (Observe.) 100-16(9)				3
Medications	2's	Pre-K	SA	Level
Are medications kept in this classroom? (If "No," N/A for this section. If "Yes," check for the following:)				1, 2
E47. Non-refrigerated medications inaccessible to children and stored in locked area or container? (Ask and observe.) 100-17(3)				
E48. Refrigerated medications stored in covered container with tight lid? (Ask and observe.) 100-17(3)				1, 2
E49. Are all over-the-counter and prescription medications: (Observe.) 100-17(2)(a)-(d) Labeled with the child's name if brought in by a parent (not purchased by the center for all children)?				1, 2
Kept in the original or pharmacy container? (Ask and observe.)				1, 2
Have the original label? (Ask and observe.)				1, 2
Have child-safety caps? (Ask and observe.)				1, 2
Sleeping Equipment	2's	Pre-K	SA	Level
E50. Mats and mattresses at least 2 inches thick, and have a smooth, waterproof surface? (Observe.) 100-18(4)				3
E51. Sleeping equipment in good repair? (Observe.) 100-18(5)				2, 3

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E52. Sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use? (Ask and observe.) 100-18(6) and 100-18(7)					2
E53. Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use? (Observe.) 100-18(8)					2
E54. Sheet and blanket or acceptable alternative provided for each child? (Observe.) 100-18(9)					3
E55. Sheets and blankets clearly assigned to one child? (Observe.) 100-18(9)(a)-(c)					3
Sheets and blankets stored separately from other children's when not in use? (Observe, ask if necessary.)					3
E56. Sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe? (Ask and observe.) 100-18(10)					2, 3
Discipline	2's	Pre-K	SA	Level	
Do caregivers use any of the following discipline methods? (Observe for all.)					1
E57. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)					
E58. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)					1
E59. Shouting at children? 100-19(4)(c)					1
E60. Any form of emotional abuse? 100-19(4)(d)					1
E61. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)					1
E62. Confining a child in a closet, locked room, or other enclosure? 100-19(4)(f)					1
Daily Schedule & Activity Plan	2's	Pre-K	SA	Level	
E63. Is a daily schedule posted for each group that includes meal, snack, nap/rest, and outdoor play times? (Observe.) 100-18(1) and 100-20(1)					3
E64. Do children have outdoor play every day, weather permitting? (Observe.) 100-20(2)					3
E65. Meals or snacks offered at least once every three hours? (Observe.) 100-15(2)					2, 3
E66. Do nap times exceed 2 hours daily? (Observe.) 100-18(2)					3
E67. Current activity plan posted for each group that shows activities to support children's healthy physical, social-emotional, and cognitive-language development? (Observe.) 100-20(3)					2
E68. Materials necessary to carry out the activity plan accessible to children? (Observe.) 100-20(4)					2
CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in each of these 3 rooms.)	2's	Pre-K	SA	Level	
E69. What do you do if you suspect a child has been abused or neglected? If you report it to the director, how do you follow-up to ensure it is reported to CPS, if after discussion with the director you still suspect abuse or neglect? 100-8(11)(b)(i)-(ii) and 100-14(2)					1, 3
E70. How do you discipline children who misbehave? 100-8(11)(b)(i)-(ii), 100-19(4)(a), 100-19(4)(b), 100-19(4)(c), 100-19(4)(d), 100-19(4)(e), and 100-19(4)(f)					1, 3
E71. Did you receive orientation training prior to being left alone with children (for new caregivers this year)? 100-7(7)(a)-(k)					2, 3
E72. Have you completed 20 hours of training in the past year (for caregivers who are not new this year)? 100-7(8)(a)-(b)					2, 3
E73. During nap/rest time are there enough staff to meet at least half caregivers ratios, except for infants/toddlers? Is there a way for each caregiver to communicate with another on-site caregiver without leaving children unattended? (Ask and observe.) 100-11(10)					1
E74. Are infants or toddlers ever mixed with older children? 100-24(1)					1

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E75. Do you serve children's food on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (Ask only if not observed on # E35 above.) 100-15(3)				3
E76. How do you teach children proper hand washing techniques? 100-16(6)				3
E77. How often do you clean and sanitize all washable toys and materials in your classroom, including stuffed animals and pillows or pillow cases? (Must be weekly, and more often if needed. N/A if someone other than caregivers does this cleaning.) 100-16(8)				3
E78. Are water play tables or tubs washed and sanitized daily, and do children wash hands prior to using them? (N/A if not used.) 100-16(10)				3
E79. Are potty chairs ever used? If yes, are they cleaned and sanitized after each use? 100-16(17)				2
E80. Where is the center's body fluid clean-up kit? 100-16(19)(a)-(c)				2, 3
When and how would you use the body fluid clean-up kit if you had to clean up a body fluid spill? 100-16(19)(b)				2, 3
E81. Is a separate crib, cot, or mat used for each child during nap time? 100-18(3)				2, 3
E82. Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child? 100-18(9)(a)-(c)				3
E83. Is sleep equipment ever placed where it blocks an exit? (Ask and observe.) 100-18(11)				1